



March 7, 2024

Board of Directors
Ventura Regional Sanitation District
Ventura, California

REPORT REGARDING BAD DEBT WRITTEN-OFF

RECOMMENDATION

Receive and file report of accounts written-off under General Manager authority.

FISCAL IMPACT

The write-off of \$2,945.18 will reduce the District's fund balances by that amount.

BACKGROUND/ANALYSIS

On July 18, 2019, the District adopted a Delinquent Accounts Receivable and Write-Down / Write-Off Policy. That policy provides guidance in regards to the debt recovery process and also provides specific authority for the write-off of uncollectable accounts. Below is an excerpt from that policy as it relates to write-of authority.

Approval Authority for Write-off or Write-down Requests:

The Director of Finance will review the list of uncollectible accounts to ensure that it is complete and that all necessary due diligence documentation has been attached. Once the review is complete, the qualified accounts will be written-off after approval from the corresponding authority is received. Subsequent to the write-off or write-down step, the write-off/down list will be presented to the appropriate reporting party according to the following approved authority levels:

Transaction Amount:	Write-Off Authority:	Reported to:
Up to \$1,000	Director of Finance	General Manager
\$1,001 up to \$10,000	General Manager	District Board
Excess of \$10,000	District Board	N/A

Staff has worked diligently within the guidelines of this policy to collect debt owed to the District. After numerous collection efforts, staff has determined that two accounts totaling \$2,945.18 are deemed uncollectable. The General Manager, in accordance with the

authority provided by the Delinquent Accounts Receivable and Write-Down / Write-Off Policy, has authorized the write-off of the following two accounts:

Michael Valdez	\$1,225.94
Top O'Topanga Comm. Assoc.	\$1,719.24


This letter has been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me at (805) 658-4646 or via email at TinaRivera@vrsd.com.



ALVERTINA RIVERA, DIRECTOR OF FINANCE

APPROVED FOR AGENDA:



Chris Theisen, General Manager